

Project Management

Getting it done, and still being friends when it's over...

Role of the Project Manager

- Provide consistency and unify the team
- Clearly state the goal and keep team focused on it
 - Requirements
 - Scope
 - Boundaries
- Recruit Project Leadership Team and Volunteers
- Develop and communicate the work plan
 - Clearly state each piece of the work
 - Schedule
 - Clearly assign roles and responsibilities
 - Skills and interests of team members
 - Avoid overlap, and minimize “cracks” for things to fall into...

Communicate!

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Role of the Project Manager, cont'd

Communicate!

- Budget
 - Estimate costs by task at beginning and assure everyone knows it
 - Track costs as you go
 - Note over/under runs for future budgeting and communicate with DCMGA if overrunning entire project budget
- Monitor activity and control costs to assure success
 - Step in if needed
 - Consider risks to success, and develop plans to avoid them
- Document, Document, Document
 - Throughout the year/project – don't forget "peripheral" activities – Project Fair, Continuation Form
- Prepare to hand off to a new project manager

Communicate!

Role of the Project Manager, cont'd

- Recognize your team members
- Closing meeting
 - Lessons learned
 - Celebration
- Update your project work plan to include additional tasks, lessons learned about cost, schedule, assignments, etc.

Communicate!

Communication Tips

- Know your audience
 - Preferred means of communication
- Be inclusive
 - Avoid acronyms
 - Provide all information every time
 - ~~Just like last time~~
 - Provide context
- No more than three main points per communication

Meetings !

- Review progress
 - Tasks completed
 - Tasks incomplete or overdue
 - New tasks
- Risks – What could possibly go wrong?
- Work due by next meeting

Meetings !!

- Start and end on time!
 - Schedule room and arrive at least 15 minutes early to set up
- Publish Agenda 24-36 hours ahead
 - Review it at start of meeting, make any corrections, stay with it
 - No sidebars
- Scribe to take notes and keep time
- Wrap up, with next assignments reviewed last
- Publish minutes within 24 hours